



# ITU

Global Development Through Silicon Valley Education

# **DOCTORAL PROGRAM GUIDELINES**

March 2018

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# DOCTORAL PROGRAMS POLICY

## 1. APPLICATION REQUIREMENTS

- Application: Doctoral applicants must submit their completed application normally four (4) months prior to the start of a trimester
- Resume: Four (4) page maximum
- Statement of purpose: A statement of purpose of approximately 1,000 words is required. This statement should address the reasons for seeking the Doctoral degree and how the doctorate will advance personal and career goals.
- Doctoral programs require a minimum of three (3) years prior to completion. Maximum time for completion is eight (8) years, during which the candidate works under a supervisor, who is also a member of the panel before which the candidate will defend his or her dissertation.
- Admissions are highly competitive. Applicants are expected to have a cumulative grade point average (GPA) of 3.5 or higher in a relevant, regionally accredited Master's program.
- Official transcripts of undergraduate and graduate degrees
- GRE or GMAT score: Applicants are required to take the GRE examination (within 5 years prior to application to the program) and have the test score results sent directly to the university.
- Three (3) academic or professional letters of recommendation attesting to the ability of the applicant to succeed in a Doctoral program are required.
- TOEFL 80 or IELTS 6.5 is required for students from non- English speaking countries.

## 2. PROGRAM REQUIREMENTS:

- 60 credit units beyond master degree including
  - 30 credit units of course work and independent study – (42 credit units for DBA)
  - 30 credit units of dissertation – (18 credit units for DBA)
- Maximum 15 credit units with grade B or above may be transferred from upper level graduate work courses of an accredited school with approval of department chair
- Passing a qualification exam consisting of written and oral parts is required for admission to candidacy
- Passing of a comprehensive oral examination about the dissertation proposal is required as evidence of sufficient preparation for advanced research
- Passing a comprehensive oral defense examination is required for defending the doctoral dissertation
- One or more refereed articles of original work based on the dissertation research should be submitted for publication in an

appropriate peer-reviewed journal, approved by the DC.

### **3. Program Completion**

#### **a. Dissertation Advisor**

It is the student's responsibility to obtain consent from a faculty member in the student's major department to serve as his/her prospective dissertation advisor as soon as the student is accepted as a doctoral student. The department chair must approve the advisor and inform the chair of DPC and the University Registrar of the approval.

A doctoral student and his/her dissertation advisor jointly develop a study plan for courses and research in a particular area, and submit it to the chair of the department.

#### **b. Study Program and Course Work**

The student is expected to complete a minimum of 60 credit hours of graduate credit beyond the master's degree. Of these, 30 credit hours (42 credit hours for DBA) may be earned through course work or approved independent study, and 30 (18 credit hours for DBA) through the dissertation. All dissertation units are graded on a Pass/No Pass basis.

#### **c. Qualification Examination**

The qualification exam must be taken within **three years** from the time of admission for full-time students and within **four years** for part-time students. The qualification exam can be retaken once only. Exam grading will be on a P/NP basis, unless the specific program institutes an alternate form of grading. The qualification examination is in written format only. Students must select three fields, subject to approval, and each field will cover at least three courses.

#### **d. Admission to Candidacy**

A student who passes the qualification examination is considered advanced to candidacy. A Doctoral candidate should promptly request the dissertation advisor to form a Doctoral committee. A Doctoral candidate is required to be registered for the dissertation research course each term until completion of the degree. Failure to so register will result in the requirement that a student apply for reinstatement.

**e. Doctoral Committee (DC)**

Upon the student's request, the dissertation advisor will form a DC. The DC will consist of a minimum of three and a maximum of five members, including the dissertation advisor, the department chair and either another member from the relevant department or a qualified expert from outside the University. The dissertation advisor will serve as the chair of DC. The DC will review the proposed dissertation topic, determine any further changes, and approve the research objective.

**f. Comprehensive Oral Examination**

After completion of the preparation of the dissertation topic, a doctoral candidate shall request a comprehensive oral examination. The examination shall make evident sufficient preparation in depth and breadth for advanced research in the proposed dissertation topic.

The comprehensive examination should be completed within one year after passing the written qualification examination. A Comprehensive examination may be repeated only once in whole or in part within half year, at the discretion of the dissertation advisor.

**g. Dissertation Research**

The period following the comprehensive examination is devoted to research for the dissertation, although such research may begin before comprehensive examination is completed. After the DC approves the research topic, the doctoral candidate shall conduct the dissertation research toward the defined objective.

**h. Publication**

One or more refereed articles of original work based on the dissertation research must be submitted for publication in an appropriate, peer-reviewed journal, approved by the DC

**i. Teaching Requirement**

The Doctoral Candidate is recommended to teach at least one regular course in order to show teaching ability. The teaching

assignment should be completed prior to the dissertation defense.

j. **Dissertation Defense**

The dissertation must be made available to all members of the doctoral program council one-month prior to the defense. The oral defense shall include a presentation of the dissertation results. The dissertation defense is open to the public, but only members of the DC are entitled to vote. A unanimous vote is required for a successful defense.

k. **Program Completion**

At least one month before the degree is to be conferred, the candidate must submit two copies of the final version of the dissertation to the DPC, describing the research in its entirety. The dissertation will not be considered as accepted until approved by the DC and presented for publication in the appropriate academic archival repository.

The University reserves the right to evaluate the undertakings and the accomplishments of the degree candidate in total, and award or withhold the degree as a result of its deliberations.

l. **Time Limit For Completing Doctoral Degrees**

All requirements for the doctoral degree must be completed within [eight](#) years following acceptance into the doctoral program.

#### **4. EXCEPTIONAL CONSIDERATION**

Any instance not covered by the above policy will be considered as an exception. Exceptions will be presented to the DPC by the relevant department chair for review.

Only the DPC can make decisions regarding exceptions.

#### **5. TERMINAL MASTER DEGREE**

Students who are not able to complete the dissertation after completing the required number of credit hours of course work will receive a terminal master's degree, if 30 credits of PhD (or 42 credits of DBA) have been successfully completed.

# DISSERTATION FORMAT AND STYLE

## 1. INTRODUCTION

One of the major requirements towards completing the doctoral degree at International Technological University (ITU) is the completion of a dissertation.

A dissertation is a scholarly work. The Chair of the relevant academic department at ITU in conjunction with a dissertation committee must approve it. In order to keep a record of ITU scholar's achievement, and to share the benefits of their research with internal and external communities, ITU requires that each dissertation should be submitted to ProQuest – UMI Dissertation Publishing. This can be done on-line at <http://www.proquest.com>. Some copyrighted materials may have been included in the manuscript. Dissertations will not be edited nor retyped by ProQuest - UMI. Thus, the manuscript should be error free when submitted.

University Microfilms International (UMI) will copy dissertations onto microfilm, work as a provider, and scan the works electronically, to make it available for worldwide dissemination. In addition, negative microfilm and electronic copies of each dissertation will remain at ProQuest. Positive microfilm, microfiche, or paper copies may be ordered by scholars from ProQuest, or download PDF versions directly from their website.

### a. **Additional Information for Candidates using ProQuest:**

Students should search [PQDT Open](https://pqdtopen.proquest.com/search.html) [the ProQuest FREE repository of openly published theses and dissertations] at the following hyperlink; <https://pqdtopen.proquest.com/search.html> when selecting a topic. This will help candidates identify a research topic that will enable them to contribute to original research.

Candidates will follow the instructions outlined in “[Submitting Your Dissertation or Thesis to ProQuest](http://www.proquest.com/products-services/dissertations/submitting-dissertation-proquest.html)”  
<http://www.proquest.com/products-services/dissertations/submitting-dissertation-proquest.html>

### b. **ITU Policy and Procedural Manual 2018:**

Later in 2018 an ITU Policy & Procedural Manual will be announced, after which supervisors and candidates will be able to manage the entire dissertation process using [ProQuest ETD Admin](https://secure.etdadmin.com/cgi-bin/home) using the hyperlink; <https://secure.etdadmin.com/cgi-bin/home>



## **2. PURPOSE OF RESEARCH GUIDELINES**

ITU and ProQuest require certain minimum standards and formats of all dissertations submitted to them. These guidelines are not intended to provide directions on how to research or write a dissertation. The dissertation committee may also suggest or require candidates to follow a style guide. Where there is a conflict between the suggested style guide(s) and the requirements of this document, these guidelines gets priority.

## **3. STYLE GUIDES**

Sources on dissertation styles include “*A Manual for Writers of Term Papers, Theses, and Dissertations*”, by Kate L. Turabian (8<sup>th</sup> ed., 2013), “*MLA Style Manual and Guide to Scholarly Publishing*”, by Joseph Gibaldi (3<sup>rd</sup> ed., 2008), “*Publication Manual of the American Psychological Association (APA)*”, (6<sup>th</sup> ed., 2010), “*Chicago Manual of Style*”, (17<sup>th</sup> ed., 2017), and the “*IEEE Editorial Style Manual*”, (9<sup>th</sup> ed., 2016, ref: <http://edshare.soton.ac.uk/5254/1/IEEEstylemanual.pdf>)

At ITU, the Department of Business Administration recommends the use of the APA style guides. The Department of Electrical Engineering recommends the use of the IEEE style and format standard.

## **4. PREPARING THE MANUSCRIPT**

### **a. Dissertation Title and Title Page**

In order to build on works of scholarship, it is imperative that dissertations be located easily. Keywords, and title phrases enable easier retrieval of dissertations. It is recommended that titles of such valuable manuscripts be short, yet descriptive of the works contained within. It is also suggested that authors of dissertations avoid ambiguity and indirect references to the contents of their dissertations.

It must also be remembered that ProQuest cannot replicate certain symbols and characters. This is especially true of mathematical formulae, certain symbols, and non-Roman scripts. Even though this is not strictly prohibited, dissertation writers are strongly advised to try and avoid the use of acronyms. Where

such acronyms are unavoidable, authors are suggested to make use of the full form and/or English language equivalents in the title. Accent marks and Diacritical marks are permitted. Dissertation candidates are encouraged to look up ProQuest for a listing of acceptable titles to make their manuscripts stand out.

The title page is designated as page i, but the page number should not be printed. It includes the Dissertation title, ITU logo, name of program, the name of the candidate, the city and state of the university, and, date of submission (month and year only). No page number is placed on the title page.

Appendix 1 to this guide contains a sample title page. This sample outlines the presentation of the title page and its recommended format per ITU recommendations. Authors are requested to include the year of official graduation (not month) and the discipline they are graduating from (e.g. Doctor of Business Administration).

#### **b. Copyright Page**

It is suggested that candidates copyright their dissertations. However, this is not necessary, given that they still possess some basic protections under copyright law. Dissertation advisors can shed more light on the subject of copyrighting dissertations.

The copyright page is designated as page ii, but the page number should not be printed. The copyright page contains the copyright symbol with the year that the copyright was established, the candidate's name and a basic statement of rights "All Rights Reserved".

Appendix 2 to this guide contains a sample copyright page. Appendix 6 to this guide contains detailed information about the applicability of copyright and how to register copyrights. Candidates are strongly advised to review this material.

#### **c. Reader/Advisor's Approval Page**

Each copy of a candidate's dissertation must be submitted to ITU with an approval page. The contents and format of this approval page is described as follows:

- This is page iii, but the page number should not be printed. The approval page on every copy of the dissertation must contain the original signatures of all members comprising the candidate's dissertation committee.
- The Committee's signatures cannot be photocopied or faxed.
- No other individual can sign the approval page on behalf of a member of the dissertation committee.
- Signatures must all be placed on the same page, i.e. the approval page. They cannot be split across multiple pages.
- Dissertation Reader or Advisor's official titles should be placed below their names. (e.g. Professor of Business Administration, Adjunct Professor of Marketing, etc.)
- The advisor's institutional affiliation should follow their official designation (e.g. International Technological University)
- The function of the advisor, as it pertains to the scholarly works being submitted to ITU, must follow the advisor's institutional affiliation (e.g. Dissertation Reader/Advisor)

Appendix 3 to this guide contains a sample Reader/Advisor's Approval page.

#### **d. Dedicatory Page**

This constitutes page iv of the dissertation manuscript and while designated, this page number will not be printed. This page is also optional. It constitutes a personal statement by the candidate (e.g. to his/her loved ones, or people who made a difference to their dissertation journey). This page is single-spaced.

#### **e. Acknowledgments Page**

This is page v, and while designated, this page number will not be printed. This section is personal appreciation of the Doctoral student. This page is single-spaced.

#### **f. Abstract Page(s)**

The abstract acts like a “hook” for other readers, who may understand the crux of the research in a few short sentences. It is from the abstract that other readers may continue to read the rest of the dissertation. Upon submission to ProQuest, the dissertation abstract will be published also in Dissertation Abstracts International.

For the reasons mentioned above, an abstract must be written carefully. Following are things to remember while writing and/or formatting the abstract page of a dissertation:

- Abstract can be one to two pages long (page iv or pages iv and v if the Dedicatory and Acknowledgement Pages are not included. If included, adjustments to page numbers will be required). The page number(s) should *not* be printed.
- The abstract should be written in the past tense. It should contain the problem statement, method(s) employed, results/findings, conclusions, and recommendations. The abstract is single-spaced.
- Dissertation abstracts must not exceed three hundred fifty (350) words or, two thousand four hundred fifty (2,450) characters approximately. ProQuest will automatically shorten any abstracts that exceed this word limit.
- Pictorial representations such as graphs, charts, illustrations and even tables cannot be included on the abstract.
- For clarity, symbols, and words that do not belong to the English language should be printed clearly. The same applies to accents and diacritical marks.
- It is helpful to include names of places, personal names and other proper nouns as this helps in keyword based retrieval from online sources.
- No citations should be included in the abstract.

#### **g. Preface Page**

This page is optional and is designated as page vii. However, this page number will not be printed. The candidate may include personal details about the research process (but not directly related to the research) and its relevance to the candidate’s

background, and experiences. Some information about the target audience may also be included. If candidates choose not to have the preface, the page numbers will need to be adjusted accordingly.

#### **h. Table of Contents**

This page is designated as page viii. However, this page number will not be printed. The table of contents includes entries for the abstract, list of tables (if necessary), list of figures (if necessary), list of illustrations or schemes (if necessary), list of abbreviations (if necessary), glossary (if applicable), chapters with their numbers and titles, main headings and subheadings, appendixes, and the list of references. Each of the items mentioned above specifies a page number indicating its location in the manuscript.

Appendix 4 to these guidelines contains a sample of the table of contents.

#### **i. Printing**

Candidates are advised to adhere to the following guidelines while printing the final drafts of their dissertation:

- Dissertations must be printed on one side only with all text, figures and captions for the figures also facing in one direction.
- The text and table of contents contained within the manuscript must be double-spaced. However, footnotes and longer quotations may be single-spaced.
- The page containing a list of references or bibliography must be single spaced with a double space between each reference.
- Candidates must use twelve (12)-point font for the textual portion of the manuscript. While titles and headings may be printed in upper case letters, or be underlined or made bold, they cannot be a larger font size than fourteen (14)-point. Text for the cover page may be larger but should not exceed fourteen (14)-point. Font sizes must be used consistently throughout the manuscript. However, footnotes and tables may contain a smaller font size. However, these fonts may not be smaller than ten (10) point and the font types must be consistent with the rest of the manuscript.

- The manuscript must be written in standard fonts such as Times New Roman, Arial, Verdana, etc. Candidates are recommended to check how certain fonts translate to print media. Certain fonts such as Times New Roman may print in a smaller size. Font types must also be consistently applied throughout the manuscript.
- All printed matter contained within the manuscript, including any external materials must be clear and legibly printed. It is recommended that candidates use an ink-jet printer to print their manuscripts. The final copy should be free from blemishes, marks, blanked-out spaces, etc.

#### **j. Quality of Paper**

The following guidelines apply to the type and grade of paper to be used for printing the final dissertation manuscript:

- The paper size used shall be a standard US Letter size, i.e. 8.5 in x 11 in. The paper should be white, and non-glossy.
- It is recommended, but not mandatory, that the paper used is acid-free. This ensures that the manuscript when archived will not yellow with age.
- Candidates must ensure that the paper used is not previously hole-punched as this prevents accurate binding of the manuscript.
- Candidates should not use “corrasable” paper as printed matter could fade over time on this type of paper.

#### **k. Margins**

Please adhere to following guidelines to structure margins of the dissertation manuscript:

- Top Margin: 1 inch to first line of text or heading.
- Left Margin: 1.5 inches.
- Right Margin: 1 inch.
- Bottom Margin: 1 inch from the bottom of the page.
- Margins must be consistently applied throughout the manuscript. The margin rules apply to text, footnotes, figures, tables and other illustrations in the document.

- Page numbers follow separate rules for margin alignment. This will be discussed under the “pagination” section below.
- Running headers and footers, and extra wide margins must be avoided.
- The text may be left aligned or may be both left- and right-aligned (justified). If dissertation authors choose to justify the right margin of the document, each line must end at the one (1) inch margin allowed.
- For tables and figures that are too wide to fit within the left and right margins, these may be printed in landscape format as opposed to portrait format. For tables and figures that are larger than the allowed standard paper size, the Chair of the relevant academic department and the candidate’s Dissertation Committee must approve the use of a larger size paper.

#### **I. Line and Paragraph Spacing**

- Double-spacing is required for most of the text in the dissertation.
- There should be no extra spaces between paragraphs in sections; however, indent the first line of each paragraph by five (5) spaces.
- Chapters must begin on new pages.
- Pages for the abstract, acknowledgments, and parts of the table of contents must be single-spaced. Single-spacing also can be used for table titles and headings, and figure captions.
- References in a list of references or bibliography must be single spaced. However, double-spacing is required between each reference in the list.

#### **m. Pagination**

Please adhere to following guidelines to structure the pages of the dissertation manuscript:

- All pages in the document must have a number in a sequential format. This applies to the title page as well.

- Page numbers cannot be letters. Further, letters following numbers such as 5a, 5b, and similar cannot be used for extra pages or appendices.
- Pagination for the main text of the document must be Arabic numerals (e.g., 1, 2, 3),
- Pagination for preliminary pages must be denoted in lower case Roman numerals such as i, ii, iii, iv, etc.
- Where transparent sheets or section dividers are used to bind the manuscript, these pages are exempt from the pagination rules. However, candidates are advised to avoid using blank pages with page numbers attached to them within the document.
- Candidates are advised to check pagination prior to submitting the manuscript. Each pagination error, including omitted pages, duplicate pages, and others will require revision and resubmission of the document.

#### **n. Page Number Placement**

Please adhere to following guidelines for placement of pages within the dissertation manuscript:

- Candidates must note that if they are using word processing software such as Microsoft Word, page number settings may be different from what is required for dissertations. The candidate should check the default settings and place page numbers according to the following parameters:

At least one (1) inch from the top of the page, OR .75 inches from the bottom of the page. The number should appear at least one (1) inch from the right-hand edge of the page, in the space between the top edge of the paper and the first line of text. Page numbers cannot be placed on the left hand side of the page.

- Any preliminary pages must be placed at the bottom center of the page
- Candidates must remember that while the title page, the copyright page and the approval page will be assigned



page numbers (sequential Roman numerals), they will not be printed.

Appendix 4 to these guidelines presents a summary of the pages and the way they should be numbered.

#### **o. Bibliography**

Please adhere to following guidelines to complete the references section of the dissertation:

- As mentioned in the section on “printing” previously, each reference must be double-spaced. However, if the citation spans more than one line, these may be single-spaced.
- If the dissertation takes the form of an article, with chapters having their own bibliography, a separate bibliography or list of references must still be included at the end of the dissertation. This list shall be a cumulative bibliography of all works cited across all chapters in the manuscript.
- The references section must be arranged in alphabetical order by the last name of the primary or main author of the works cited in the text of the dissertation.
- Some dissertation candidates prefer to abbreviate titles of some popular journals. In certain cases, the abbreviations have become somewhat accepted in common academic parlance. If the candidate abbreviates journal titles, a list of abbreviations and their equivalent complete titles must also be provided. This list must be ordered alphabetically and placed at the start of the bibliography section. Candidates are recommended to look up any abbreviations for appropriateness prior to using these abbreviations. Where unsure, candidates must seek advise from their Dissertation Advisor, or ITU’s Research Librarian, and/or use the full form journal titles.

Appendix 5 contains a format to guide the listing of abbreviated journal titles.

## **p. Appendices**

Please adhere to following guidelines to format the section of the dissertation containing Appendices:

- Appendices must be placed after the list of references. The candidate's dissertation committee must approve any exceptions.
- All the text material contained within the appendices must be clear and legible. This is critical when materials from other sources are copied for use as appendices in the dissertation manuscript.

## **q. Multiple Volume Works**

Please adhere to following guidelines for works that exceed a single volume:

- Where dissertation manuscripts exceed 400-500 pages, binding in a single volume is not allowed.
- Each volume in the dissertation must contain the title page as previously explained. There must be no difference between the title pages of each volume, except for the identification of the volume number. To clarify, each volume must be denoted clearly as Vol. I of III (depending on the number of volumes in the dissertation).
- Where dissertation material is continued from one volume to the next, pagination of the material will be continuous and will flow from the previous volume in Arabic numerals (e.g. 501, 502, 503, etc.).
- The title page between volumes is assigned its own number in accordance with the rules governing title pages explained previously.
- Where appendices and illustrations form a separate volume, the list of references should be placed at the end of the volume prior.
- For dissertations that need multiple volumes, it is recommended that the candidate seek advice from the Chair of the relevant academic department and their dissertation advisor.

#### **r. Charts, Graphs, and Tables**

Candidates should use dark, opaque ink, as microfilming is a black and white photographic process. Color is not encouraged in charts, graphs, or figures. For more details on these guidelines, candidates are required to check the following link from

ProQuest:

<http://media2.proquest.com/documents/Preparing+Your+Manuscript+for+Submission+Revised+31jul2015.pdf>

#### **s. Photographs**

Photographs should be clear, black and white prints. In case of color photos, candidates should arrange to have black and white reprints made as color photos can fade. At least one copy of the dissertation submitted to ITU must have original photographs if candidates are using photos. Candidates may scan photographs using a computer scanner, as long as the quality of the picture will not fade.

#### **t. Permission to Use Copyrighted Material**

To use copyrighted sources in the manuscript, candidates need to obtain written authorization for its use, and include it in a footnote or caption with the material, which may include graphs, charts, figures, photographs, artworks, musical passages, scales or standardized tests, computer programs, databases, etc.

ProQuest “fair use” of copyrighted material involves the following:

- Use of up to 1.5 pages of single-spaced text from one source is allowed without permission.
- For more than 1.5 pages, candidates must have permission from the source, and should keep a mental note of how much text was used in the manuscript if it is spread over several chapters.
- While quoting several lines to strengthen a point, it is not necessary to write for authorization, but it is required to footnote the source. For figures, it is considered "fair use" to include three figures from one source. For including more than three, ProQuest will need authorization.

ITU requires that all quoted or paraphrased materials from external sources be appropriately referenced and/or relevant authorizations be obtained and included in the manuscript. Candidates are strongly encouraged to understand the applicability of copyrights and the rules governing the use of copyrighted materials. This is made available by Proquest at the following link:

[https://scholar.lib.vt.edu/copyright/pdf/copyright\\_dissthesi\\_ownership.pdf](https://scholar.lib.vt.edu/copyright/pdf/copyright_dissthesi_ownership.pdf)

Appendix 6 to these guidelines contains further information about copyrights and how to register copyrights. Candidates are strongly advised to understand this Appendix.

#### **u. Binding of Extra Copies**

ITU does not bind extra copies for candidates. ProQuest provides an "Author's Discount" when the dissertation is submitted to them. If candidates wish to print out personal copies for themselves and bind them, they must do so on their own.

# APPENDIX 1

## Sample Title Page

TITLE  
(All Caps and Centered)  
(your dissertation title)

A DISSERTATION SUBMITTED TO  
INTERNATIONAL TECHNOLOGICAL UNIVERSITY  
[Insert ITU logo]

IN CANDIDANCY FOR THE DEGREE  
DOCTOR OF BUSINESS ADMINISTRATION

By

(Your Name)  
(City, State)

(Month and Year of submission)

## **APPENDIX 2**

### **Sample Copyright Page**

COPYRIGHT © [insert year]

[Insert Candidate Name]

All Rights Reserved

**APPENDIX 3**  
**Sample Advisor/Reader Approval Page**

This Dissertation, as Submitted by

(Your Name)

In Partial Fulfillment of the

Requirements for the Degree,

DOCTOR OF BUSINESS ADMINISTRATION,

International Technological University,

Has Been Approved

[Insert name] ( Signature )  
[Insert Title]  
International Technological University  
Dissertation Committee Chair

[Insert name] ( Signature )  
[Insert Title]  
International Technological University  
Dissertation Reader/Advisor

[Insert name] ( Signature )  
[Insert Title]  
International Technological University  
Dissertation Reader/Advisor

[Insert name] ( Signature )  
[Insert Title]  
International Technological University  
Dissertation Reader/Advisor

[Insert name] ( Signature )  
[Insert Title]  
International Technological University  
Dissertation Reader/Advisor

## **APPENDIX 4**

### **Sample Table of Contents**

<b><u>Pages</u></b>	<b><u>Page No.</u></b>
Title Page**	i (counted, not printed)
Copyright Page (if applicable)	ii (counted, not printed)
Advisor/Reader's Approval Page**	iii (counted, not printed)
Dedicatory Page (optional)	iv
Acknowledgments (optional)	v
Abstract**	vi
Preface (optional)	vii
Table of Contents**	viii
List of Tables (if any)	ix
List of Figures (if any)	x
List of Illustrations or Schemes (if any)	xi
List of Abbreviations (if applicable)	xii
Glossary (if applicable)	xiii
<b><u>First page of text</u></b>	<b>1</b>

\*\* Required

#### **Chapter 1. Introduction**

The dissertation is written in the past tense. Chapter contents are as follows:

- Statement of the problem investigated and the goal that was achieved
- Candidate's original contribution to the domain or field of study
- Theoretical foundation, hypotheses, and research questions investigated



- Definition of terms
- Summary

### **Chapter 2. Review of the Literature**

Chapter contents are as follows:

- The theory and research literature specific to the topic
- Brief state-of-the-art on the research topic
- Summary of what was found from the literature
- The original contribution of this study to the field

### **Chapter 3. Methodology**

Chapter contents are as follows. The following headings are intended to serve as a guide:

- Research method(s) employed
- Specific procedures employed
- IRB and other pertinent regulations followed in conducting the research
- Summary

### **Chapter 4. Data Analysis and Results**

Chapter contents are as follows. The following headings are intended to serve as a guide:

- Data gathered
- Data analysis and findings
- New model or theory built or proposed based on the data and analysis
- Limitations of the model/theory built/proposed
- Pros and cons of the model/theory built/proposed
- Summary of results

### **Chapter 5. Conclusion, Implications, Recommendations, and Summary**

Chapter contents are as follows. The following sections are required:

- Conclusions
- Applicability of the research in practice
- Benefits of the research outcome
- Recommendations for future study
- Summary

### **Appendices**

Appendices are used to present materials that supplement the text but are too detailed or distracting for inclusion within the text. Each appendix should be listed by letter and title in the table of contents.

Possible appendices include:

- IRB approvals
- Correspondence from individuals involved in the study
- Approval to use any copyrighted or proprietary information
- Supervisors granting permission to conduct the investigation
- Survey Questionnaires
- Original data
- Computer programs and output
- Additional tables and figures

### **Bibliography**

The reference list and citations must follow the rules required by the suggested style guide.

## APPENDIX 5

### Example List of Abbreviated Journal Titles

BMJ	BMJ: British Medical Journal
EMBO J.	EMBO Journal
FASEB J.	FASEB Journal
FEBS Lett.	FEBS Letters
IEEE J. Oceanic Eng.	IEEE Journal of Oceanic Engineering
JAMA	JAMA: the Journal of the American Medical Association
Proc. Nat. Acad. Sci. USA	Proceedings of the National Academy of Sciences of the United States of America

## APPENDIX 6

### COPYRIGHTS

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